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**Summary**

This newsletter is to inform schools of an enhancement to an edit for enrollment reporting. NSLDS has identified numerous records where the enrollment status has changed but the enrollment status effective date (ESED) has not been updated. To prevent errors, NSLDS is expanding the use of Error Code 32 for batch submittal of Enrollment Reporting and on-line Web updates.

This addition to the criteria for Enrollment Reporting Error Code 32 was implemented on October 19, 2008.

**Updating Student Enrollment Information**

Accurate enrollment status reporting is critical for the effective administration of Title IV aid. Enrollment information is used to determine student borrowers' eligibility for in-school status, deferment, and grace periods. The accuracy of Title IV student loan records depends on the accuracy of the data reported by the school and their servicers.

NSLDS has found that student's enrollment status' have been changed from full (F), half- time (H), or an approved leave of absence (A) to an inactive status of graduated (G) or withdrawn (W) without updating the students ESED. This action will make the new code effective with the old date and appear to be correcting an earlier submission. On the Enrollment Detail page, the old certifications will be marked as "no" under the Active column.

Schools have always had the option of overriding a previously reported record in order to correct erroneously reported data. However, changing enrollment status without updating the date for which that status is effective has impacts to the servicing of the loan. The status code with an old date may appear as the student graduated or withdrew without having ever attended school.

**Enhancement to Enrollment Edit 32**

NSLDS explains Error Code 32 in *the Enrollment Reporting Guide* as a school reporting an Enrollment Status Code, Enrollment Status Effective Date, or Anticipated Completion Date that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date. On the Web, placing the cursor over the error icon, the message reads, "Please ensure Certification is not prior to a previous certification and ACD, or that Enrollment Code or Effective Date is different from last reported."

NSLDS has enhanced the use of the error to also be applied when all the following conditions exist:

⇒ The enrollment code being reported is different from the current

certified code and the code change shows a difference between active attendance (Full-time, Half-time, Approved Leave of Absence) and inactive attendance (Graduated, Withdrawn, Less than Half-time).

- ◇ The enrollment status effective date reported is the same as the current enrollment status effective date previously certified for the borrower at that school.
- ◇ The earliest certification of the current enrollment was reported one or more years prior to the current date. (Note: enrollment effective date is always < or equal to certification)
- ◇ And more than one certification has occurred for the current enrollment data.

The new description for Error Code 32 in Appendix A.3 of the *Enrollment Reporting Guide* will be updated in the next publication as follows:

Error Code	Field Name	Position	Error Message
32	Enrollment Status Effective Date	291-298	<p>Student status could not be applied as current.</p> <p>This is due to a school reporting an Enrollment Status Code, Enrollment Status Effective Date, or Anticipated Completion Date that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.</p> <p>As of October 19, 2008, this will also apply when the enrollment code shows a difference between active attendance and inactive attendance with the same effective date, and more than one previous certification occurred at least one year prior.</p>

**Correcting Errors**

If the information submitted via an Enrollment Reporting file contains errors, they must correct the errors. Submit an Error Correction File in the format of the submittal file with the records from the Acknowledgement/Error file corrected within 10 days. Schools may also ensure that rejected records are updated on NSLDS by providing certification information for the student directly on the NSLDS Financial Aid Professions Web site at [www.nslsdfap.ed.gov](http://www.nslsdfap.ed.gov). Updating the records on the Web relieves the school of the requirement to return the Error Correction File.

**Customer Service Reminder**

The NSLDS Customer Service Center at 1-800-999-8219 is available Monday through Friday from 8 a.m. to 9 p.m. ET. You may also contact via email to [nsls@ed.gov](mailto:nsls@ed.gov).